Office of Statewide Health Planning and Development (OSHPD)
Healthcare Workforce and Community Development Division (HWCDD)
Healthcare Pathways Continuum (HPC)

HEALTH CAREERS - 'FRAMEWORK FOR THE FUTURE'

COMMUNITY BASED TRAINING
AND
ACADEMIC PREPARATION PROGRAMS

Request for Application (RFA) 05-6018

State of California

April 17, 2006

Table of Contents

1. **HWCDD/HPC Mission**

    A. The State of California, OSHPD, through the administration of the HWCDD, works toward increasing and diversifying a healthcare workforce that more proportionately reflects the state's population. The HPC works to increase the numbers of underrepresented and financially/ educationally disadvantaged students through reinforcement of the skill sets needed to successfully compete in the arena of health professional education. By combining the principles of educational partnerships, community service, and workforce preparation into a continuum of healthcare and social responsibility strengthens California overall. The HWCDD has $70,000 available to award multiple contracts to programs that encourage diversity in the health professions.

    B. The intent of these contracts is to strengthen the educational and social foundations, through direct and indirect program support, for underrepresented students to build on as they pursue a career in health. Successful applicants will demonstrate the principles of educational partnership, community support, and workforce preparation in their application. Pipeline, undergraduate, and post-baccalaureate activities designed to introduce, encourage, or reinforce healthcare service to underrepresented students could include:

        1. Academic preparation and support such as high school mentoring and tutoring programs, health professional career development counseling and advising, or Medical College Admissions Testing (MCAT) or Licensing Boards preparation.

        2. Community service programs that combine medical issues and health careers information with volunteerism in local health centers.

        3. Cultural competency programs designed to familiarize students with social structures of cultures other than their own, particularly in healthcare settings, or basic medical translations.

        4. Financial support to students or programs lacking resources for registration, books, transportation, and onsite daycare programs at learning centers, etc.

2. **HWCDD/HPC Contracting Objectives**

    Chapter 434, Statutes of 1981 (Health and Safety Code Section 127885 et seq.) and the 1985-86 Governor's Budget authorized OSHPD to begin a contracting program to facilitate the training of underrepresented individuals for health professions needed in underserved areas of the state. Applicants directly outreach to increase the number of economically/educationally disadvantaged students recruited, admitted, and graduated from California health professional schools. Applicants are required to do outreach and recruitment in rural and other medically underserved areas whenever possible.

3. **Eligible Student Participants**

    The HPC activities are open to all economically/educationally disadvantaged students, regardless of race, gender, or ethnicity. However, due to the large percentage of African-American, Latino/ Hispanic, Native American, or South and Southeast Asian students who are under-represented in the health professions, examples of specific outreach and recruitment efforts (such as mailing lists to student organizations, list serves, etc.) for these populations must be included. Applicants will be required to provide evidence of efforts to recruit from these groups.

4. **Proposal Strategy**

   A. Applicants should focus their proposals around one or more of the program award categories. Applicants who propose programs most consistent with the HWCDD/HPC Mission and Contract Objectives are the most competitive.

   B. This RFA and subsequent awards of contracts are limited to the availability of funds from calendar year 2006 with specific approval for the budgetary line item to fund these contracts. This is a one-time contract opportunity. There is no implied or expressed guarantee of subsequent funding after the initial contract award in 2006.

5. **Application Period Duration**

   The RFA Application period is April 17, 2006 through May 19, 2006 at 5:00 p.m. For technical assistance (clarification of requirements, definition of terms, etc.) please contact HWCDD staff at (916) 651-9981 or through e-mail at: amurphy@oshpd.ca.gov.

6. AWARD CATEGORIES

A. Academic Preparation and Support

1. Category description:

Applicants will create academic preparation and support programs such as high school mentoring and tutoring programs, health professional career development counseling and advising, or MCAT or Licensing Boards preparation. Any healthcare profession education or certification program with a demonstrated need for assistance in mastering the prerequisites, maintaining subject proficiency, or preparing for advanced education or licensure is eligible to compete. Time management, tutoring and mentoring projects, study and research skills, and testing techniques that enhance academic achievement and success are also eligible.

2. Applications will be ranked in accordance with the following guidelines:

A. Demographics (Do participants reflect local populations proportionately?)

B. Minimum of 15 enrollees per program/course.

C. Support letters from partnering organizations detailing level and duration of program support.

D. Pre and post testing methodology.

E. Outreach and recruitment efforts.

F. Potential for independent sustainability.

G. Comprehensiveness of curriculum.

H. Strategic plan with specific goals and measurable objectives.

3. Deliverable requirements:

In order to receive timely progress payments, applicant must submit deliverables by specified contract key dates. Deliverables include but are not limited to:

A. Student eligibility criteria and verification of procedures.

B. Syllabus and course objectives.

C. Names, ethnicities, and last four digits of participants' Social Security Number.

D. Course attendance records.

E. Pre and post testing results.

F. Student evaluations of the program.

G. Applicant's evaluation and analysis of the program.

4. Maximum funds available for this category: $17,500.00

B. <u>Community Service Programs</u>

  1. Category description:

     Applicants will create a program that combines an overview of medical issues and health careers information with volunteerism in local health centers or community health projects. Participants will gain experience in healthcare settings after receiving information on local health issues and will also be informed on options for health careers that includes a synopsis of educational prerequisites, resources for grants and scholarships, and learning resource centers in their areas. Applications that stress a "grow your own" (i.e., recruit and train from within your own community) approach will be the most competitive.

  2. Applications will be ranked in accordance with the following guidelines:

     A. Demographics (Do participants reflect local populations proportionately?)

     B. Minimum of 20 enrollees per program/course.

     C. Support letters from partnering organizations detailing level and duration of program support.

     D. Pre and post awareness survey of community health issues and health career options.

     E. Outreach and recruitment efforts.

     F. Potential for independent sustainability.

     G. Regional relevance of curriculum.

     H. Strategic plan with specific goals and measurable objectives.

  3. Deliverable requirements:

     In order to receive timely progress payments, applicants must submit deliverables by specified contract key dates. Deliverables include but are not limited to:

     A. Student eligibility criteria and verification of procedures.

     B. Syllabus and course objectives.

     C. Names, ethnicities, and last four digits of participants' Social Security Number.

     D. Course attendance records.

     E. Pre and post testing results.

     F. Student evaluations of the program.

     G. Applicant's evaluation and analysis of the program.

  4. Maximum funds available for this category: $17,500.00

C. Cultural Competency Programs

1. Category description:

Applicants will create a program that familiarizes health career students and/or practitioners with a cultural perspective on healthcare attitudes and healthcare needs of diverse populations in their community. Communication skills, awareness of cultural attitudes towards Western medicine, recognition of social and family structure, and awareness of religious beliefs will be highlighted along with community resources that can assist with communications or service delivery. Basic medical translation terms in two languages, reference sites, and a local community resource directory will be a required component of the curriculum.

2. Applications will be ranked in accordance with the following guidelines:

A. Demographics (Do participants reflect local populations proportionately?)

B. Minimum of 15 enrollees per program/course.

C. Support letters from partnering organizations detailing level and duration of program support.

D. Pre and post survey of cultural awareness.

E. Outreach and recruitment efforts.

F. Potential for independent sustainability.

G. Regional relevance of curriculum.

H. Strategic plan with specific goals and measurable objectives.

3. Deliverable requirements

In order to receive timely progress payments, applicants must submit deliverables by specified contract key dates. Deliverables include but are not limited to:

A. Student eligibility criteria and verification of procedures.

B. Syllabus and course objectives.

C. Names, ethnicities, and last four digits of participants' Social Security Number.

D. Course attendance records.

E. Pre and post survey results.

F. Student evaluations of the program.

G. Applicant's evaluation and analysis of the program.

4. Maximum funds available for this category: $17,500.00

D. Financial Support/Case Management for Students

   1. Category description:

Applicants will create a program to assess and fund the supportive services or financial needs of students or programs lacking resources. Support can either be direct, in the form of vouchers for one-time course registration or tuition fees in remedial or requisite classes, course texts, or public transportation vouchers. Indirect support in the form of onsite daycare programs, tutoring programs, learning resource centers at education and training sites, etc., is also acceptable. When targeted population is under the age of 18, parental notification and approval is required.

   2. Applications will be ranked in accordance with the following guidelines:

     A. Demographics (Do participants reflect local populations proportionately?)

     B. Minimum of 12 enrollees/participants per course/ program.

     C. Support letters from partnering organizations detailing level and duration of program support.

     D. Outreach and recruitment efforts to students/participants.

     E. Potential for independent sustainability.

     F. Outreach efforts to parents.

     G. Strategic plan with specific goals and measurable objectives.

   3. Deliverable requirements:

In order to receive timely progress payments, applicant must submit deliverables by specified contract key dates. Deliverables include but are not limited to:

     A. Student eligibility criteria and verification of procedures.

     B. Syllabus and course objectives.

     C. Names, ethnicities, and last four digits of participants' Social Security Number.

     D. Course attendance records.

     E. Student evaluations of the program.

     F. Applicant's evaluation and analysis of the program.

   4. Maximum funds available for this category: $17,500.00

7. **Application Requirements**

    A. Applicants must provide evidence of successful interaction with economically/ educationally disadvantaged students or demonstrate an understanding of diverse cultural values that can be readily translated into an effective program for contract purposes.

    B. Applications submitted for state contracts are normally accompanied by a Statement of Compliance in accordance with Title II, California Administrative Code 8113. The OSHPD has included a compliance provision in the application forms in lieu of requiring applicants to use the Statement of Compliance form.

    C. Contractor will be required to do outreach and recruitment in rural and urban underserved areas whenever possible.

    D. Contractor will be required to recruit from stated disadvantaged groups, e.g., advertise course/conference with appropriate on-campus organizations. (See Page 3, Item 3, entitled Eligible Student Participants).

    E. Contractors for conference activities will secure conference sites and knowledgeable speakers, make audio-visual and other training aid arrangements, pay consultant fees to appropriate speakers, develop and reproduce conference materials, mail correspondence for conferences, tabulate conference evaluations, and do all other tasks required to conduct contracted activities.

    F. Applicants should review their proposed schedule of activities for each award category application to ensure that the reporting requirements are compatible with the timeframes specified. Contractor must submit required deliverables at times specified in the contract, and adhere to the reporting schedule, regardless of the number of contracts awarded. Anticipating potential overlaps, conflicts, and scheduling proper reporting time is the sole responsibility of the applicant.

8. **Report Requirements**

    A. The reports and supporting documents, and any data collected during the funding period, shall become the property of the State of California. Use of the findings and recommendations, or conclusions of the report shall be at the sole discretion of OSHPD and can be reprinted at any time.

    B. To provide OSHPD with progress reports as required during the term of the contract. These reports must be received with the timeline set forth in the contract to receive timely progress payments and show evidence of recruitment of targeted groups, e.g., list of on-campus or community organizations sent course/conference flyers.

9. **Contract Requirements**

    A. Progress payments will be made upon completion of required deliverable reports at definitive milestones. Standard agreements will have 10 percent (10%) of payments withheld pending satisfactory completion by applicant of all the terms and conditions required by the contract.

    B. There shall not be any activity on a contract after its expiration date.

    C. Any request for a no-cost time extension must be made 30 calendar days prior to the expiration of the contract.

10. Submission Requirements

This section is <u>mandatory</u>. Failure to comply will deem the Application non-responsive.

A. All applications must be sealed and received by OSHPD by date and time shown in Item 14. The sealed application must clearly indicate HWCDD/HPC RFA 05-6018, show your firm name and address, and be marked with "MAILROOM DO NOT OPEN," as shown in the following example:

Andi Murphy
Office of Statewide Health Planning and Development
1600 9th Street, Room 440
Sacramento, CA 95814

HWCDD/HPC RFA 05-6018

MAILROOM DO NOT OPEN

B. Non-sealed bids may be rejected.

C. Applicants must submit (separately for each award category of interest) one (1) printed original and two (2) printed copies of their application package.

D. Applicants must submit a complete Application that includes:

   1. Cover letter.

   2. Table of contents.

   3. Contract application packet (one [1] complete set per award category).

      A. <u>Application forms</u>: Pages 18 and 20 or exact computer template signed by appropriate personnel.

      B. <u>Summary:</u> Page 22 or exact computer template.

      C. <u>Detailed budget</u>: Pages 24 and 26 or exact computer template, submitted in a separately sealed envelope.

   4. Technical proposal: each award category bid by the applicant requires a <u>separate</u> technical proposal description.

      See final checklist on Page 27

11. Budget Requirements and Constraints

Applicants must recognize that the basic emphasis of the HWCDD/HPC contracting plan is to increase program activities, and therefore the participation, of economically and/or educationally disadvantaged students in California's health professional schools. The contracting mechanism is designed to help meet the individual needs of students at various levels for their academic and career development.

The following constraints shall apply to all submitted applications:

A. The State of California policy on this HWCDD/HPC stipulates that the maximum assistance available for any single award category shall not exceed $17,500.

B. Funds may be used to employ student assistants or temporary personnel on a limited basis to increase the time base of part-time staff to carry out the RFA activities.

C. Funds are not to be used to supplement the salaries of existing full-time staff of the contracting organization, although release time may be used to free full-time staff for participation in program. If release time is being used for staff, it must be noted in the application.

D. Funds can be used to hire consultants or sub-applicants for the delivery of contract services. Fringe benefits for consultants and sub-applicants can be paid out of contract monies.

E. Funds cannot be used for out-of-state travel.

F. Funds cannot be used to construct or renovate facilities or purchase equipment.

G. Funds cannot be used for entertainment purposes.

H. Funds must be spent within the term of the contract.

12. **Application and Evaluation Procedures**

Evaluation, scoring, and awards will be based on a two-phase, sealed envelope process. Application expenditures shall be submitted in a separate, sealed envelope and amounts will not be viewed until the reviewers have determined that the application meets the criteria of the application request.

A. In connection with selection guidelines, each contract will be evaluated in accordance with Federal Title V and VII policies, which refer to the following:

"No person shall, on the grounds of race, color, national origin, age or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving State financial assistance."

B. The Evaluation and Selection Committee (ESC) will review applications for the determination of award recommendations. The ESC may consist of OSHPD staff, related state health, education, or employment department staff, or other health professionals.

C. During application review, each application will be checked for the presence or absence of required information as specified in this RFA.

D. Using established criteria, final selection will be made by OSHPD program manager on the basis of which application best meets OSHPD and HWCDD objectives. If, in the opinion of OSHPD, proposals contain false or misleading statements, or provide references which do not support an attribute or condition claimed, the application shall be rejected and withdrawn from the application process.

E. The award(s) will go to the proposals with the most points that allow HWCDD/HPC to achieve its object, number, and geographic goals. Proposals must score at least 85 points to be considered for funding. In making its award, the evaluation and selection process will use the stated criteria (see page15) with their accompanying weights. Narrative shall not exceed six pages.

F. The OSHPD retains the right to reject any or all applications. In this case, or if all funds are not awarded in a specific award category, funds may be diverted to other award categories.

13. Application and Evaluation Format

Statement of problem: 10 points maximum

- Proposal conforms to application instructions and guidelines
- Clearly identifies number and types of students to be served
- Proposal consistent with needs of economically/educationally disadvantaged students

Technical approach/Proposed training: 20 points maximum

- Clearly describes proposed activities
- Outreach efforts/groups are described and examples are attached
- Reasonable and feasible proposal approach
- Activities are consistent with applicant's organization's goals

Management Plan: 20 points maximum

- Appropriate budget for plan
- Timely schedule of activities
- Clearly described monitoring procedures

Evaluation: 15 points maximum

- Defined evaluation plan for each proposal activity

Project personnel: 10 points maximum

- Design of lead personnel and manpower-time distribution
- Personnel qualifications and diversity of backgrounds

Applicant qualifications: 15 points maximum

- Experience with student health profession issues
- Samples of similar work
- Organizational resources

Facilities: 10 points maximum

- Location of activities
- Clear identification of administrative facilities

Total Possible Score: 100 points maximum

14. **Management Plan**

    Time Schedule:

RFA available	April 17, 2006
RFA submission	May 19, 2006 5:00 p.m.
RFA Opening	May 22, 2006
Notice of Intent to Award	May 25, 2006
Last Date Protest the Award	June 2, 2006 5:00 p.m.
Proposed Start Date of Agreement	June 23, 2006
Progress Reports due from Contractor	November 15, 2006
Final reports due from Contractor	March 1, 2007

15. **Protest**

    Protests stating the reason, law or rule, regulation, or practice in regard to the evaluation or awarding of contracts or other aspects of the selection process must be delivered to the address in Item 10.

    If, prior to awarding contracts, any applicant files a protest against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the Department of General services had decided the matter. Protests shall be limited to the following grounds:

    - The department failed to correctly apply the standards for reviewing format requirements or evaluating the application as specified in the RFA.

16. **Specific Changes in Contract**

    During the course of these contracts, OSHPD must approve any changes which, in the sole judgment of OSHPD, will enhance the results of the contract. Changes must be made by a written amendment to the contract. Extensions to the schedule for submission of required reports must be approved by OSHPD and completed using the formal amendment process. Requests for extensions must be submitted in writing and detail the reasons for the delay. Extensions will be granted only under extreme circumstances. Amendments cannot be made to a contract after its expiration date. Any extension request must be made 30 calendar days prior to the expiration date.

17. **Disposition of Applications**

    All materials submitted in response to the RFA will become the property of the State of California and subject to the Public Records Act.

    Following the evaluation and selection process, a service contract will be prepared between the individual or organization selected and OSHPD, based upon the organization's technical and business submissions, and any other criteria contained in the RFA.

APPLICATION

1.   Program Award Category   _____

2.   Applicant Organization
      (name and address)   _____
                              _____
                              _____

3   Program Director

     A.   Name   _____

     B.   Mailing address _____

     C.   Highest Degree

     D.   Position Title   _____

     E.   Department   _____

     F.   Major Subdivision _____

     G.   Telephone   _____
                              _____

4.   Contract Coordinator

     A.   Name   _____

     B.   Mailing Address _____

     C.   Telephone   _____

5.   Types of student population (check as applicable)

     High School _____ Undergraduate _____ Medical _____ Nursing _____

     Allied Health _____ Graduate _____ Dental _____ Public Health _____

     Other _____

6.   Previous federal or state funding

     State of California _____ Year _____ Award Amount _____

     Federal Programs _____ Year _____ Award Amount _____

7. Federal Employer Identification Number (FEIN) _____

8. Type of organization: Private nonprofit ☐   Private Profit ☐   Public ☐

9. Official authorized to sign for applicant organization.

    _____
    (Print or type name, title, and telephone number)

10. Program Director assurance: I agree to accept responsibility for the completion of the project and to submit the required progress reports if an award is made as a result of this application.

    Signature of person named in Item 3.a._____

    Date: _____

11. Certification and acceptance: Statement of Compliance: The prospective applicant's signature affixed hereon and dated shall constitute a certification, under the penalty of perjury under the laws of the State of California, that the applicant has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 (a - f) and of Title 2, California Code of Regulations, Section 8113. See State Contracting Manual, Chapter 4.

    Signature of person named in Item 9 (above) _____

    Title:_____ Date: _____

A.   Summary of award category application:

B.   Purpose and program objectives:

C.   Types of students:

D.   Facilities:

E.   Schedule:

Budget - Proposed Expenses:

1. Personnel Contributions		
Name/title of position	Time/Effort	Salary (Value)Total
	Subtotals:	$

2. Consultant Costs			
Name/title of position	Time/Rate	Travel/Per diem	Compensation Total
Subtotals			
		Consultant Total	$

3. Equipment: (Itemize presentation materials or training equipment to be used, leased, or time-leased for the activities).

4. Supplies: (Itemize by Category)

5. Staff Travel

6. Other Expenses (Itemize)

Total cost/value of Categories one (1) and two (2) $_____

Total of Categories three (3) through six (6). $_____

Direct cost of entire proposed project period (Categories one (1) through six (6) $_____

Application Instructions

1. Program Award Category

    Academic Preparation and Support, Community Service Programs, Cultural Competency Programs, or Financial Support/Case Management for Students.

2. Applicant Organization

    Name and address of the one institution that will be financially accountable for the use and disposition of any funds awarded on the basis of this application. Enter the name, address, street, city, state, and zip code.

3. Program Director

    A. Name: Designate the individual who will direct and be responsible to the applicant institution for the proposed program.

    B. Mailing Address: Enter the office street address of the program director.

    C. Highest Degree: Highest earned degree (i.e., BS, MS, PhD).

    D. Position Title: Program Director or Equivalent.

    E. Department: Show department, service, laboratory, or equivalent.

    F. Major subdivision: If indicated within organizational structure.

    G. Telephone: Enter the number at which the Program Director can be reached during business hours.

4. Contract Coordinator

    A. Name: Designate the individual who will be the contact person for the institution's contract department.

    B. Mailing Address: Enter the address for the contract office.

    C. Telephone: Enter the number at which the contact person can be reached during regular business hours.

5. Types of student population: Check appropriate boxes

6. Previous federal or state funding: Indicate agency and amount

7. Entity identification number: Enter IRS employer number

8. Type of organization: Check one.

9. Official authorized to sign for applicant organization:

10. Program Director assurance: To be signed by designated program director or equivalent.

11. Certification and acceptance: The signature of an authorized official of the applicant organization is required as certification that the information in the application is correct.

     A. Summary of award category application

         The summary must not exceed one (1) page. More detailed information should be included in the proposal description in the application body. This summary provides a preview to reviewers as to program content.   As such, it is essential that the brief summary capture the essence and individual character of each program. This summary should cover the elements below:

     B. Purpose and program objectives

         Describe the purpose and major features of the proposed program. Include program area(s), discipline(s), procedures, and methods to be used.

     C. Types of students

         Include number of students, ethnicity, education, background experience required, and the criteria used in their selection.

     D. Facilities

         Identify and briefly describe the primary facility as well as other sites to be utilized by the program.

     E. Schedule

         Identify the schedule of activities that will be provided through the proposed program during the term of the agreement, anticipated to be June 21, 2006 through June 30, 2007.

Budget

List the direct and indirect costs requested for the contact budget period. Additional details may be provided in the Budget Justification block.

Proposed Expenses

     1. Personnel

         List the total program effort of hours or percent of time that personnel (including paid and unpaid) will devote to the program; reflect their contribution in the budget justification even though funds for salaries have not been requested. Information on both grant and non-grant supported positions is essential to determine if program resources are adequate.

     2. Consultant Costs

         Give name and institutional affiliation of each consultant, if known, and indicate the name and extent of the consultant service to be performed. Include expected rate of compensation and total fees, travel, per diem, or other related costs for each consultant.

3. Equipment

    Contract funds are not designed for purchase of major office equipment. Funds can be used for presentation materials and other training items directly used in the contracted informational or developmental activities.

4. Supplies

    Miscellaneous office supplies costing less than fifty dollars ($50) should be grouped together and not itemized. If you are requesting funds to purchase routine supplies commonly found in offices, explain the need for duplication (i.e., how will they specifically be used for the proposed program?). Itemization and justification, as to how major types of supplies relate to the training program, is required for all items or supplies purchased with grant funds. Medical/clinical supplies and drugs are not ordinarily acceptable for funding unless used for demonstration or training purposes.

5. Staff travel

    Enter amount for staff travel essential to conduct the training program. Describe the purpose of the travel and provide the number of individuals for whom funds are requested. Foreign or out-of-state travel is not an allowable cost. Please note that travel costs for consultants should be included under Item 2, Consultant Costs.

6. Other expenses

    List and justify other expenses by major categories, such as publishing, mailing costs, room rentals, etc., that do not fit into other categories.

    Direct cost: Total amount of direct expenses required for award category.

    Total cost: Total amount of expenses for award category application.

Technical Proposal (Narrative – Not to exceed six pages)

1. Background/Statement of Problem

    A. Provide relevant background history, and state problem to be resolved.
    B. Follow all RFP guidelines and instructions.
    C. Describe how proposal meets HWCDD/HPC objectives described on Page 2.
    D. Identify other current or previous sources of fiscal support related to economically/ educationally disadvantaged health professions development.

2. Technical Approach/Proposed training

    A. Objectives

        1. State specific objectives and activities to be accomplished through support of the proposed program.
        2. Discuss related secondary objectives and activities.

    B. Rationale

        1. Discuss the reasons for assuming that the proposed program activities will achieve the stated objectives.

        2. Discuss how these objectives and activities fulfill category requirements.

3. Methodology

    A. Describe the specific methods or techniques to be used in achieving the objectives. This section should include a description of:

        1. Who will conduct the program?
        2. How the program will be conducted?
        3. Where the program will be conducted?
        4. When the program will be conducted?
        5. Who will participate in the program?

    B. Discuss the target student population.

    C. The application should describe the criteria and methodology for selecting those individuals with a potential for education or training in the health professions who come from a disadvantaged background. Provide the number and types of individuals to be aided by the proposed program, (for example – low-income, gender, educational level, and targeted health professions).

    D. Proposed and/or existing program relationships to the admission and retention activities of health profession schools that result in increased student enrollment and decreased student attrition.

4. Support Data

    Discuss factors which may have a specific impact on the proposed project in terms of the following:

    A. If an educational institution is the applicant, provide enrollment data of the proposed target population by school year as compared to total enrollment for the three (3) previous years.

B. Previous institutional commitment in the proposed program area (track record). A brief description of projects completed and/or underway at the institution or agency which may demonstrate a commitment, experience, or resource that can be applied to conduct the proposed program.

C. Evidence that the applicant has had prior experience in economically/educationally disadvantaged health workforce development activities or has demonstrated an understanding of diverse values.

D. A narrative description of program accomplishments during the current project, including quantifiable data regarding students affected such as numbers tutored, admitted to professional school etc.

E. Identify any significant program changes that may have occurred or that are anticipated.

5. Management plan

A. Indicate the administrative unit that will be responsible for the program. Describe any operational agreements (collaborative efforts) among the components of the educational program that are necessary to achieve the stated objectives.

B. Discuss the implementation schedule, detailing the timing of events in relation to the long range plan.

6. Evaluation

A. Describe the methods that will be used to measure the effectiveness of each program objective that supports the overall goal.

B. Specify criteria for determining outcomes.

C. Specify qualitative and/or quantitative evaluation measures proposed for program activities and student performance.

D. List types of data collected and methods of data collection and analysis.

E. Describe any tracking system that may be implemented for gathering a continuum of data on student participants. This may include such variables as number and characteristics of students participating in each program component and their subsequent progress as they apply, are accepted into, enroll, and graduate from a health professions school.

7. Personnel

A. Discuss the use of personnel.

B. Specify whether the program staff are representative of the population to be served by the proposed program.

C. Level of program involvement by health professionals from diverse backgrounds.

D. Release time may be used to free a full-time staff for participation in program. If release time is to be used, it must be clearly stated in this section of the proposal.

8. Qualifications of Applicant

    A. Identify and provide evidence of any previous educationally/economically disadvantaged health professional development activities.

    B. Identify resources that will be used to implement activities.

9. Facilities

    A. Discuss how appropriateness of the training facilities.

    B. Indicate how the location meets the objectives of the selected award category.

10. Financial plan

    Provide specific indicators to the extent and means by which your program plans to become self-sufficient after OSHPD grant support ends. This should include sources and nature of income, future funding initiatives and strategies, and timetables for becoming self-sufficient.

FINAL CHECKLIST

Each application must include the following:

☐   Cover letter

☐   Table of contents

☐   Five page application packet for each category for which you've applied

Application form: Pages 14-15, or exact computer template, signed by appropriate personnel.

Summary: Page 16 or exact computer template. Limited to space provided.

Budget: Pages 17-18, or exact computer template.

☐   Technical proposal not exceeding six (6) pages in length. A separate technical proposal description must be submitted for each award category for which you are submitting an application.